GOVENRNMENT OF ANDHRA PRADESH
ABSTRACT

School Education – Delegation of powers and functions to the Headmasters working in the Schools of Government, ZPP/MPP and Municipal Management, Mandal Educational Officers/ Deputy Inspectors of Schools, Deputy Educational Officers, District Educational Officers and the Commissioner of School Education – Orders – Issued.

SCHOOL EDUCATION (SER.I) DEPARTMENT

G.O.Ms.No: 180

Dated: 18.11.2022
Read the following:-

1. G.O.Ms.No.40, Education (Ser.V) Department, dated: 07.05.2002.
2. G.O.Ms.No.70, School Education (Ser.V) Department, dated: 06.07.2009.
3. G.O.Ms.No. 84, School Education (Ser.V) Department, dated: 17.09.2012.
4. G.O.Ms.No.71, School Education (Prog.) Department, dated 17.10.2019.
5. G.O.Ms.No.84, School Education (Prog-II) Department, dated 24.12.2021.
6. G.O.Ms.No.84, Municipal Administration and Urban Development (D1) Department, dated 24.06.2022.
7. From the Commissioner of School Education, Lr.Rc.No. ESE02-12021/143/2022-EST 2-CSE, dated:01.08.2022 and notes in e-file Comp.No.1795738, dated: 07.11.2022.

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ORDER:

In the G.O. 1st read above, Government have delegated the powers to various functionaries of School Education Department, viz., the Headmasters of Primary Schools, Upper Primary Schools, High Schools, Mandal Educational Officers / Deputy Inspectors of Schools, Deputy Educational Officers and District Educational Officers and thereby framed rules for A.P. Educational Services (APES) and A.P. School Educational Sub-ordinate Services (APSESS).

2. In the G.Os 2nd and 3rd read above, the above said rules were amended from time to time which were issued before bifurcation of the State.

3. In the G.O. 4th read above, Government have brought the Samagra Shiksha completely under the purview of the District Educational Officer duly revamping the then existing system and making the District Educational Officer as Ex-officio District Project Coordinator, Samagra Shiksha and the nomenclature of the post of Project Officer, SSA, has been changed as Additional Project Co-ordinator, Samagra Shiksha.

4. In the G.O. 5th read above, Government have restructured the existing Anganwadi centers and non-residential schools run by State Government, Mandal Parishad, Zilla Parishad, Municipal and Tribal Welfare Departments

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schools into six categories i.e., Satellite Foundational School; Foundational School; Foundational School Plus; Pre High Schools; High School and High School Plus for transforming educational infrastructure and to enhance the student dignity and to bring in comprehensive academic and administrative reforms with an objective of improving learning outcomes of children studying in government schools to make them future global citizens.

5. In the G.O. 6th read above, Government have entrusted the supervision and administrative responsibilities of teachers establishment working in Municipal Schools also to the School Education Department on par with the Government and Panchayat Raj Management Teachers.

6. In the reference 7th read above, the Commissioner of School Education, while narrating the above, has submitted proposals for revision of Delegation of Powers to various functionaries viz., the Headmasters of Foundational School/Foundational School Plus /Pre-High School/High School /High School Plus in all Managements (i.e., Govt./ZPP/MPP/Municipal), Mandal Educational Officers/Deputy Inspector of Schools, Deputy Educational Officers, District Educational Officers and the Commissioner of School Education.

7. Government, after careful examination and keeping in view the recent academic and administrative reforms in School Education Department, have decided to accept the proposal of the Commissioner of School Education and accordingly, hereby issue orders delegating the following powers and functions to the Headmasters of Foundational School/Foundational School Plus/Pre-High School/High School/ High School Plus in all Managements (i.e., Govt./ZPP/MPP/Municipal), Mandal Educational Officers/Deputy Inspector of Schools, Deputy Educational Officer, District Educational Officers and the Commissioner of School Education, including the drawing and disbursement powers to the Gazetted Headmasters working in Municipal High Schools on par with the Headmasters of Government/ Panchayt Raj management, in supersession of the orders issued in the G.Os 1st to 3rd read above:-

1. **COMMISSIONER OF SCHOOL EDUCATION:**

The Commissioner of School Education besides his executive powers shall have the authority to grant of any kind of Leave more than 1 year and up to 4 years for the Deputy Educational Officers, Mandal Educational Officers/Deputy Inspector of Schools, Headmasters and Teachers working in Foundational School/Foundational School Plus/Pre-High School/High School/ High School Plus of all Managements (Government, ZPP/MPP & Municipal) subject to condition that the Headmasters/Mandal Educational Officers and Teachers report back to the same school from which applied leave if vacancy is there, otherwise he/she should be posted to any other school in same Mandal or nearest Mandal.

2. **DISTRICT EDUCATIONAL OFFICER:**

a) The District Educational Officer shall have Powers in respect of Additional Project Co-ordinator, Samagra Shiksha / Assistant Directors / Deputy Educational Officers / Mandal Educational Officers/Deputy Inspector of Schools and he/she shall

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i) Grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) and any type of leave to Deputy Educational Officers and Mandal Educational Officers up to 1 year; and to the Headmasters and teachers of Foundational School / Foundational School Plus, Pre-High Schools, High School, High School (Plus) in all managements (Govt., ZPP/MPP & Municipal), for more than 6 months and up to 1 year, subject to the condition that the Headmasters and teachers report back to the same school from where they went on leave and continue to work there.

ii) Sanction of Earned Leave/Half Pay Leave/Commuted Leave/Maternity Leave/and Extra Ordinary Leave.

iii) Sanction of Increments and pay fixations.

iv) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.

v) Sanction General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals

vi) Sanction Family Benefit fund and Group Insurance Scheme Amounts.

vii) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.

viii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.

ix) Attest the Transfer Certificates of students seeking admission in other Countries.

b) He shall also have powers in respect of teachers of Foundational School / Foundational School Plus, Pre-High Schools, High School, High School (Plus) in all managements (Govt., ZPP/MPP & Municipal), for regularization of their services and declaration of Probation as per existing service rules.

c) He shall also have powers in respect of staff working under FST&C in the O/o Additional Project Coordinator, Samagra Shiksha in their district.

3. **DEPUTY EDUCATIONAL OFFICER**:

The Deputy Educational Officer shall have powers in respect of Headmasters of High Schools/ High School(Plus) in all managements (Govt., ZPP/MPP & Municipal) and he/she shall

i) Grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) to Headmaster of High Schools; and also other types of leave for more than 4 months and up to 6 months to Headmasters and teachers of Foundational School / Foundational School Plus, Pre-High Schools, High School, High School (Plus) in all managements (Govt., ZPP/MPP & Municipal), subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

ii) Sanction of Increments and pay fixations.

iii) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.

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iv) Sanction of General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.

v) Sanction of Family Benefit fund and Group Insurance Scheme Amounts.

vi) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.

vii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.

viii) Attest the Transfer Certificates of students seeking admission in other States.

4. **MANDAL EDUCATIONAL OFFICERS/DY.INSPECTORS OF SCHOOLS:**

The Mandal Educational Officers/Deputy Inspector of Schools shall have powers in respect of Headmaster of (i) Foundational School, (ii) Foundational School Plus, (iii) Pre-High School and Teachers of above schools in all managements (Govt., ZPP/MPP & Municipal), and he/she shall

i) Grant Casual leave/Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave upto 4 months to the Headmasters and other teachers of Foundational School/ Foundational School Plus / Pre-High School in the Mandal, and in respect of Maternity leave to lady teachers upto 180 days, in terms of G.O.Ms.No.152, Finance (FR.I) Dept., dt:04-05-2010, subject to the condition that the Headmasters and teachers report back to the same school from where they went on leave and continue to work there.

ii) Sanction of Increments and pay fixations.

iii) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.

iv) Issue regular Pay scales on completion of apprentice service.

v) Sanction of General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.

vi) Sanction of Family Benefit fund and Group Insurance Scheme Amounts.

vii) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications

viii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.

5. **HEADMASTER OF HIGH SCHOOL / HIGH SCHOOL (PLUS):**

The Headmaster of High School / High School (Plus) in all managements (Govt., ZPP/MPP & Municipal) shall have powers in respect of all teachers working in his/her jurisdiction and he/she shall

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i) Grant Casual Leave/Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave (Earned Leave/Half-pay leave / Commuted Leave and Extraordinary Leave) up to 4 months to the teachers working in their respective High Schools and in respect of Maternity leave to lady teachers upto 180 days, in terms of G.O.Ms.No.152, Finance(FR.I) Dept, dt: 04-05-2010, subject to the condition that the teachers report back in the same school from where they went on leave and continue to work there.

ii) Sanction of Increments and pay fixations.

iii) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions

iv) Issue regular Pay scales on completion of apprentice service.

v) Sanction of General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.

vi) Sanction of Family Benefit fund and Group Insurance Scheme Amounts.

vii) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.

viii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.

ix) Condone the age relaxation to 10th class students.

x) Change the Media/Language to the students.

xi) Condone the shortage of Attendance to the students.

xii) Admit the students from ICSE/CBSE syllabus or other syllabi to state syllabus.

6. **HEADMASTER OF PRE-HIGH SCHOOL (CLASSES 3 TO 7 OR 8):**

i) The Headmaster of Pre High School in all managements (Govt., ZPP/MPP & Municipal) shall have authority to grant Casual leave / Special Casual Leave only (Special Casual Leave when permitted by the Government) to the teachers of Pre-High schools.

ii) Change the Media/Language to students.

iii) Condone the shortage of attendance to the students.

iv) Admit the students from ICSC/CBSE syllabus or other syllabi to State Syllabus.

7. **HEADMASTER OF FOUNDATIONAL SCHOOL (PP1, PP2, CLASSES 1 & 2) / FOUNDATIONAL SCHOOL PLUS (PP1, PP2, CLASSES 1 TO 5):**

i) Headmaster of Foundational School (PP1, PP2, Classes 1 & 2) / Foundational School Plus (PP1, PP2, Classes 1 to 5) in all managements (Govt., ZPP/MPP & Municipal) shall have authority to grant Casual leave / Special Casual Leave only (Special Casual Leave when permitted by the Government) to the teachers of Foundational School/ Foundational School Plus in all managements (Govt., ZPP/MPP & Municipal).

8. The following further guidelines shall be strictly followed by all the concerned officers in the matter of sanctioning leave in School Education Department:

1) All Transfers of Headmasters/Teachers of all managements (Govt., ZPP/MPP, Municipal) in the School Education Department shall be done through web-counseling only; No transfer request shall be entertained and be given indirectly to teachers going on leave on medical grounds or some other reason outside the counseling system.

2) No posting shall be given in a leave vacancy caused due to leave sanctioned by the Headmaster and Deputy Educational Officer unless the teacher concerned (on leave) fails to report back to the school from where she/he has proceeded on leave, within 15 days from expiry of leave.

3) In all such cases, where a teacher fails to join back after expiry of leave to the same school from where she/he had gone on leave, it is the responsibility of the concerned Headmaster and the Mandal Educational Officer in case of Foundational School and Foundational School Plus; and the Headmaster and the Deputy Educational Officer in case of High Schools/High School Plus, to immediately report the same to the District Educational Officer, within a maximum of one week from the date of expiry of leave.

4) The District Educational Officer shall thereupon, immediately send a notice to such teacher on leave, through registered post with acknowledgement due, to immediately report back from leave. If there is no response, necessary action shall be initiated as per AP CCA Rules, 1991 from time to time and ensure seamless transition of students with appropriate competencies.

5) In respect of teachers, who stay beyond the sanctioned leave period for more than 15 days, unless they have applied through Registered Post with Acknowledgement Due for extension of leave and the extension is sanctioned by the competent authority before the expiry of the initial period of leave, they shall be posted immediately to Category IV location without fail and the orders shall be sent to the concerned teacher by Register Post with Acknowledgement Due within 7 days from the expiry of 15 days.

6) Thereafter, it shall be the responsibility of the headmaster of the school to which such teacher is posted, to report within two weeks, whether such teacher had reported to duty. Such report shall be sent positively within two weeks from the date of issue of revised posting orders by the District Educational Officer.

7) If the teacher returning from leave fails to join duty within that period at the new schools, the District Educational Officer shall serve a notice upon the teacher that "The unauthorized absence will be treated as dereliction of duty; suitable disciplinary action initiated; and such period of unauthorized absence is liable to be treated as "Dies Non" and necessary action will be initiated as per FR 18-A with due procedure.

8) Under no circumstances shall be a posting of choice, to a different school (other than the school from which the

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teacher had gone on leave; except where such location is in category IV), be given to a teacher returning from leave as per her/his request, since any such postings would constitute an indirect transfer, and would violate the "Counseling Method for Transfers of Teachers".

9) Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty on expiry of leave as originally sanctioned.

10) It is the responsibility of every District Educational Officer and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings (to Category IV location only) to such teachers, immediately on reporting from leave, within 2 weeks at the latest (where the post from which the teacher proceeded on leave is filled up).

11) All applications by teachers on leave for change of posting on return from leave shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office are responsible for processing of posting to teachers, shall be liable for any delay in giving of such postings; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers of the District Educational Officer's office concerned, responsible for the delay.

9. The Commissioner of School Education, shall take further necessary action accordingly, in the matter.

10. This order issues with the concurrence of the Finance (HR.V-TFR-A&L-EWF) Dept., vide their U.O.No. FIN01-HR0TFR/6/2022-HR-V (Computer No. 1881311), Dt. 15.11.2022.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B. RAJSEKHAR
SPECIAL CHIEF SECRETARY TO GOVT

To
The Commissioner of School Education, A.P., Ibrahimpatnam.

Copy to:

All the RJDSEs in the State.
All the District Educational Officers in the State.
The Finance (HR.V-TFR-A&L-EWF) Department.
The P.S to Spl.C.S. to Govt., School Education Dept.
The OSD to Hon'ble Minister for Education.
The General Administration (Ser.B) Department.

//FORWARDED : : BY ORDER//

SECTION OFFICER.